

CITY OF BLOOMINGTON HUMAN RIGHTS COMMISSION

Monday, December 04, 2017

4:00 PM

Baillif Conference Room
1800 W Old Shakopee Rd

AGENDA

1. Draft Agenda for December 11, 2017
2. Approve minutes from November 20, 2017



Agenda Item

Originator Human Rights Commission	Item Draft Agenda for December 11, 2017
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Date
12/4/2017

Description

Requested Action

Attachments:

Draft agenda for December 11, 2017



**BLOOMINGTON HUMAN RIGHTS COMMISSION
REGULAR MEETING – MONDAY, DECEMBER 11, 2017**

BLOOMINGTON CIVIC PLAZA - 5:30 P.M.

1800 W. Old Shakopee Rd. – McLeod Meeting Room

Executive Committee Meeting – January 8, 2018

Civic Plaza – Baillif Conference Room – 4:00 P.M.

Note
Date

Note
Date

If for any reason you are unable to attend this meeting, or are going to be late, please contact
Heather Lambert, 952-563-4959, **by noon on Monday, December 11, 2017.**

I. PROCEDURAL MATTERS - 5:30 P.M.

- 1.1 Call to Order and Roll Call
- 1.2 Approval of Minutes – November 20, 2017
- 1.3 Adoption of Agenda
- 1.4 Announcements
 - Farewell, Dennis Kane and Deborah Kastner

II. CONTINUING BUSINESS – 5:35 P.M.

- 2.1 2017 Work Plan
 - Cultural Competence
 - Welcome Dinners – J. Leese, N. Jenkins, D. Kane
 - State Department of Human Rights Symposium, December 12 – 13, 2017 – L. Pearson
 - Equity
 - Artwork by children of immigrants – N. Jenkins
 - Re-cap International Human Rights Day Proclamation(s) – J. Leese
 - School Board, November 27, 2017
 - City Council, December 4, 2017
 - One Bloomington – D. Kane
 - Public Relations
 - MAC – N. Jenkins
 - Leadership
 - Re-cap Omar Bonderud Award – S. Fishman, N. Jenkins, D. Kane, N. Dajib, J. Leese, P. Bly
 - Update - Approval of By-laws – J. Leese
 - City Council, December 4, 2017
 - Update Approval 2018 Work Plan/2017 Annual Report to City Council, December 18, 2017 – J. Leese

III. NEW BUSINESS – 6:00 P.M.

- 3.1 Approve 2018 Meeting Dates
- 3.2 Approve 2017 Annual Report – J. Leese
- 3.3 Approve Martin Luther King, Jr. Day Proclamation
 - City Council, January 2, 2018
 - School Board, January 8, 2018

IV. ADJOURNMENT – 6:30 P.M.

PROGRAM – 6:30 P.M. – 7:00 P.M.

HRC input into Human Services Division's Assessment

Commissioners will be asked to speak to the Division's effectiveness, existing partnerships, barriers to services, and areas for improvement. The discussion will be facilitated by Elizabeth Tolzmann, Director of Policy and Planning, Ramsey County.



Agenda Item

Originator Human Rights Commission	Item Approve minutes from November 20, 2017
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Date 12/4/2017

Description

Requested Action

Approve minutes from the November 20, 2017 regular HRC meeting.

Attachments:

Minutes from the November 20, 2017 regular HRC meeting

UNAPPROVED MINUTES

Human Rights Commission

Monday, November 20, 2017

5:30 PM

**McLeod Conference Room
1800 West Old Shakopee Road**

I. PROCEDURAL MATTERS – 5:30 P.M.

- 1.1 Call to Order and Roll Call** Present: Najma Dayib, Sheila Fishman, Nicholas Jenkins, Dennis Kane, Deborah Kastner, Jared Leese, Savannah Salato
- Absent: Prairie Bly, Chelsea Reynolds
- Staff: Lorinda Pearson, Manager and Staff Liaison, Human Services Division
Heather Lambert, Administrative Assistant, Human Services Division
- Guest(s): Kris Wilson, Assistant City Manager
Julie Farnham, Senior Planner
Scott Anderson, Assistant Utilities Superintendent
- Chair J. Leese called the meeting to order at 5:30 p.m. A quorum was present.
- 1.2 Approval of Minutes - October 16, 2017** M/D. Kane, S/N. Jenkins unanimously carried to approve the minutes for October 16, 2017 as presented.
- 1.3 Adoption of Agenda** M/N. Jenkins, S/N. Dayib unanimously carried to approve the amended November 20, 2017 agenda with the following changes: Under New Business, add 4.2 Diversity Day 2018 Plans and 4.3 Northfield HRC Request.
- 1.4 Announcements** J. Leese announced the Omar Bonderud Award Reception and Ceremony is December 4, 2017. The reception is from 6:00 p.m. – 7:00 p.m. in the Bloomington Civic Plaza Lobby. Guests will be asked to move into the Council Chambers for the award presentation at 6:50 p.m. S. Fishman and S. Salato will help with registration, N. Jenkins and D. Kane will work the HRC booth, and N. Dayib and J. Leese will assist with refreshments.
- J. Leese stated the Minnesota State Department of Human Rights Symposium is December 12 – 13, 2017 at the St. Paul RiverCentre. L. Pearson has been invited to present on “Using Art to Build Community” at the Symposium.

II. PROGRAM SPEAKER(S) – 5:35 P.M.

- 2.1 Kris Wilson
Assistant City Manager
Topic: City of
Bloomington – Racial
Equity Vision
Statement** Assistant City Manager Kris Wilson explained the City of Bloomington has made racial equity work a priority over the last two (2) years. She stated City staff have participated in the Government Alliance on Race and Equity (GARE). GARE is a national network of government jurisdictions working to achieve racial equity. Six (6) City employees participated in the GARE program the first year it was offered, with approximately 14 employees currently participating. K. Wilson stated D. Kane is a current participant.
- A group of Bloomington GARE participants was tasked with creating a Racial Equity Vision Statement to guide racial equity work within the City. This group wanted the Statement to focus on the big picture, be ideal for the future, and be short, simple, and inspiring. The group compared Racial

Equity Vision Statements from the City of St. Paul and the City of Philadelphia to help create a Statement answering the following questions: Why are we doing this work? What are we trying to achieve?

The proposed Racial Equity Vision Statement created for Bloomington is: *"The City of Bloomington will act courageously to advance Racial Equity. We will be a vibrant, safe, and healthy place where people of all races will thrive."*

K. Wilson stated the Executive Leadership Team has approved the Statement, and asked the HRC to endorse the Statement, also. After discussion, M/N. Jenkins, S/S. Salato unanimously carried to support advancing the proposed City of Bloomington Racial Equity Vision Statement to the Bloomington City Council as presented. K. Wilson stated she expects the Racial Equity Vision Statement to be presented to the City Council before the end of 2017.

Julie Farnham
Senior Planner
Topic: 2040
Comprehensive Plan

J. Farnham stated she attended an HRC meeting in June of 2016 to introduce the Forward 2040 Comprehensive Plan process, and is back this evening to give an update. She stated the scope of a Comprehensive Plan is citywide, long-term, and covers a wide range of needs and wants. A Comprehensive Plan provides the City with policy guidance on growth and development, identifies future needs for services and public infrastructure, sets priorities for public investments, and coordinates with regional infrastructures.

Forward 2040 is implemented via City Code (specifically Zoning Code), the City's Combined 5-year Capital Improvement Plan (CIP), and through annual work programs. State Statute dictates the City's Comprehensive Plan must be updated every ten (10) years.

J. Farnham stated Bloomington is considered a fully developed community. Per Met Council projections, population and household size remain consistent in the City, however City employment is expected to grow.

J. Farnham reported Forward 2040 has progressed with town hall meetings, community events, an online survey, a project webpage, the formation of an Advisory Committee (which D. Kane is a member), the formulating of trends & projections and values & visions, and the drafting of outcomes, goals, and strategies.

The Met Council has five outcomes it asks all communities to accomplish: livability, equity, sustainability, stewardship, and prosperity. J. Farnham explained the challenges and opportunities the City of Bloomington faces: Demographic Changes, Aging Infrastructure, Shifting Markets, New Technologies, Housing Choices and Affordability, Sustainability & Resilience, Healthy Lifestyle, and Sense of Place and Connection.

J. Farnham stated the Forward 2040 Advisory Committee has developed goals and strategies, and next week they will start drafting an implementation plan. The draft Forward 2040 Plan will then be shared with local communities, and will be revised based on feedback. The City is required to have the Comprehensive Plan finalized by December of 2018, giving the Met Council 60 days to review it. J. Farnham estimates the final Forward 2040 Plan will be adopted by the City Council by June of 2019. In the meantime, if Commissioners have any comments about the Comprehensive Plan, they may be directed to J. Farnham or shared with L. Pearson or D. Kane.

III. CONTINUING BUSINESS

- 3.1 Approve International Human Rights Day Proclamation** M/D. Kane, S/N. Jenkins unanimously carried to approve the International Human Rights Day Proclamations for the November 27, 2017 Bloomington School Board meeting and the December 4, 2017 City Council meeting. J. Leese will accept the Proclamation at the November 27, 2017 Bloomington School Board meeting and at the City Council meeting on December 4, 2017.
- 3.2 Revision to Bylaws** J. Leese explained an additional change has been made to the HRC Bylaws relating to Special Meetings. It now states the majority of the duly appointed and sworn in current membership on the Commission must vote on a motion to pass it. If Commission members are absent from a Special Meeting, they will have the ability to submit a vote on the motion by signed absentee ballot. M/D. Kane, S/N. Jenkins unanimously carried to approve the revised Human Rights Commission Bylaws (attached). L. Pearson stated the revised Human Rights Commission Bylaws will be placed on the December 4, 2017 City Council agenda.

IV. NEW BUSINESS

- 4.1 2018 Work Plan** J. Leese presented and facilitated discussion on the draft 2018 HRC Work Plan. M/D. Kastner, S/S. Salato unanimously carried to approve the proposed 2018 HRC Work Plan (attached). L. Pearson stated the 2018 HRC Work Plan will be presented to the City Council for approval on December 18, 2017.
- 4.2 2018 Diversity Day Plans** L. Pearson thanked N. Dayib and S. Salato for attending the Diversity Day Planning Committee Kickoff meeting on November 13, 2017. S. Salato stated the committee reviewed the student feedback from 2017 to come up with recommendations for the 2018 Diversity Day. The committee is focused on making Diversity Day more student-driven in 2018. Proposed changes to Diversity Day include displaying booths by cultural groups for more than one day during the lunch period, changing the location of the Peace Run, creating a Diversity Toolkit allowing students to ask anonymous questions about various cultures, and creating a stronger social media presence through hashtag and snapchat filter competitions. N. Dayib stated May 4, 2018 is the proposed date for the Diversity Day celebration. There was consensus by the Commission to include these ideas in the planning of the 2018 Diversity Day activities.
- 4.3 Northfield HRC Request** L. Pearson reported the Human Rights Commission in Northfield, MN contacted her after she spoke at the State Human Rights Summit in October. Commissioners from Northfield would like to attend a Bloomington HRC meeting and to share ideas and "best practices" with Bloomington Commissioners. L. Pearson will work with the Executive Committee to make arrangements for this joint meeting to take place the first quarter of 2018.

FINAL COMMENTS

D. Kane stated with recent changes to the City Code, City Commissioners are allowed to continue serving on a Commission after their term date expires, until a new Commissioner is appointed. D. Kane's appointment to the HRC expires December 31, 2017. If a new Commissioner is not appointed effective January 1, 2018, D. Kane expressed interest in continuing to work with the HRC until an appointment is made.

L. Pearson stated D. Kane accepted a \$5,000 grant on behalf of the Bloomington Human Rights Commission to use for the Bloomington Welcome Meals program at the Bloomington Crime Prevention Association (BCPA) Grant Awards Presentation and Annual Meeting on November 15, 2017. A total of 19 grants were awarded. Money for the grants come from the annual Book 'Em used book sale.

V. ADJOURNMENT

M/N. Jenkins, S/N. Dayib unanimously carried to adjourn the meeting at 6:57 p.m.

RULES OF PROCEDURE

HUMAN RIGHTS COMMISSION

BLOOMINGTON, MINNESOTA

AS REVISED THROUGH NOVEMBER, 2017

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RULES OF PROCEDURE

HUMAN RIGHTS COMMISSION

Bloomington, Minnesota

As revised through November, 2017

The following rules of procedure are adopted by the Human Rights Commission to facilitate its work as a permanent advisory Commission established by the City Council under Chapter II, Section 2.02, of the Home Rule Charter of the City of Bloomington, Minnesota, and Chapter 2, Section 2.70 of the Bloomington City Code.

The Commission's purpose, duties and responsibilities, and membership are as set forth in Division E, Article V, of Chapter 2 of the Bloomington City Code. General provisions governing the Commission are as set forth in Division A, Article V, of Chapter 2 of the Bloomington City Code.

SECTION I. MEETINGS

- 1.1 **Regular meetings.** Regular meetings of the Commission shall be held on the third Monday of each month at 5:30 P.M. A schedule of the regular meetings shall be kept on file in the Commission's primary office. If the Commission decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is required for a special meeting under the open meeting statutes of the State of Minnesota.
- 1.2 **Special Meetings.** Special meetings may be called by the Chair or three members of the Commission. Special meetings may be called only when such meetings comply with the advance notice requirements of the statutes of the State of Minnesota.

At special meetings a majority of the duly appointed and sworn-in current membership must vote in the affirmative to pass a motion. For purposes of this approval, a member not attending the meeting at which such a vote is taken may submit that vote by signed absentee ballot as long as the ballot is turned in by noon of the meeting day to the Commission staff liaison. The name and vote of each member voting by absentee ballot shall be recorded in the official minutes of that meeting.

- 1.3 Place. Regular meetings shall ordinarily be held in the Bloomington Civic Plaza. Meetings may be held in other accessible facilities as the Commission deems necessary.
- 1.4 Public. All regular, committee and special meetings and all records and minutes shall be open to the public.
- 1.5 Quorum. A quorum consists of a majority of the members appointed to the Commission and shall be required for the transaction of business and taking of official action.
- 1.6 Vote. Except as otherwise specified in these rules, voting shall be by voice. A member may have his/her vote on a particular issue recorded if he/she wishes. A minority report may be submitted by a minimum of two (2) members of the Commission.

SECTION II. ORGANIZATION

2.1 Chairperson.

- a. The Commission shall elect from its members a Chairperson, by majority of votes cast, to serve a one-year term as the Chairperson at meetings, and to report to the City Council all findings and recommendations of the Commission.
- b. Every Commission meeting shall be conducted by a chairperson who shall be responsible for coordinating preparation of the meeting agenda with the City

staff liaison. The Chairperson shall appoint committee membership and Chairpersons, and perform such other duties as may be prescribed in the By-Laws.

- c. The Chairperson shall conduct the meeting so as to keep it moving as rapidly and efficiently as possible and shall remind members, petitioners, and residents to stick to the subject at hand.
- d. The Chairperson shall not move for action but may second motions.
- e. The Chairperson shall be responsible for the communications of the Commission.

2.2 Work Plan/Report. The Chairperson shall be responsible for submitting an Annual Work Plan and Annual Report to the Commission for review and approval prior to presenting it to the City Council.

2.3 First Vice-Chairperson. The Commission shall elect from its members one First Vice-Chairperson, by majority of votes cast, to serve a one year term and to fulfill the duties of the Chairperson in the absence of the Chairperson.

2.4 Second Vice-Chairperson. The Commission shall elect from its members one Second Vice-Chairperson, by majority of votes cast, to serve a one year term and to fulfill the duties of the Commission in the absence of both the Chairperson and the First Vice-Chairperson.

2.5 Past Chairperson. The most recent Past Elected Chairperson of the Commission shall serve on the Executive Committee for the duration of the Past Chairperson's term or until the current Chairperson, as a result of the annual election, becomes the most recent Past Chairperson. The Past Chairperson will fulfill the duties of the Commission in the absence of the Chairperson, First Vice-Chairperson, and the Second Vice-Chairperson.

2.6 Election. The Chairperson, First Vice-Chairperson and Second Vice-Chairperson shall be elected at the May meeting of each year. Candidates for each office shall be

recruited by the Nominating Committee and announced at the April meeting. Each member of the Commission shall cast a ballot for the member he/she wishes to be Chairperson. The member receiving a majority of the votes cast shall be Chairperson. If no one receives a majority of all votes cast, balloting shall continue until one member receives a majority.

The First Vice-Chairperson and Second Vice-Chairperson shall then be elected, in order, by the same procedure. These Chairpersons shall take office immediately following their election and shall hold office until their successors have been elected and have assumed office. Commissioners are allowed to vote by absentee ballot as long as the ballot is turned in by noon of the election day to the Commission's staff liaison. The name and vote of each member voting by absentee ballot shall be recorded in the official minutes of the meeting.

- 2.7 Vacancies. If the Chairperson retires during his/her term of office, the First Vice-Chairperson shall become Chairperson and the Second Vice-Chairperson shall become First Vice-Chairperson. A new Second Vice-Chairperson will be elected at the next meeting. If all three retire, new officers shall be elected at a meeting called as soon as possible. An officer may decline the opportunity to move to the next position. If this occurs, each Executive Committee member, in order of office, will be given the opportunity to fill the vacant position. If all decline or a vacancy occurs because of officers advancing into different positions, the vacancy will be filled at a meeting, as soon as possible.
- 2.8 Absence. If all the members of the Executive Committee are absent from a meeting, the Chairperson may name a temporary Chairperson. If this has not been done, the Commission shall name a temporary Chairperson by voice vote.
- 2.9 Members. Members are expected to serve on at least one committee as well as stay current on issues related to Human Rights and the City of Bloomington.

SECTION III. COMMITTEES

- 3.1 Approval by City Council. The Commission may establish committees or subcommittees after specific approval by the City Council. No committee or subcommittee may engage in activities, functions or duties outside the scope of authority granted to the Commission by the City Council.
- 3.2 Involvement of Community. The Commission may develop committees, chaired in each instance by a Commission member, to permit involvement of the greatest number of community representatives to plan and carry out programs and to allow for utilizing persons with expertise and knowledge who may not be members of the Commission.
- 3.3 Areas. The Commission may establish Committees as the needs become apparent to the Commission. The committees may include, but are not limited to, the nine areas of employment, housing, public service, education, credit, aiding and abetting, reprisal, and pension rights, and others such as public information, legislative concerns, or liaison with other organizations including other local commissions and agencies such as the Planning Commission, Parks, Arts and Recreation Commission, Sustainability Commission, Creative Placemaking Commission, the District 271 Diversity Advisory Council (DDAC), and the Joint Community Police Partnership Multicultural Committee (MAC).
- 3.4 Committee Reports. Every committee meeting shall be reported at the full Commission meeting for inclusion in the meeting's minutes.
- 3.5 Executive Committee. The Executive Committee shall be composed of the Chairperson, First Vice-Chairperson, Second Vice-Chairperson and the Past Chairperson. The Executive Committee shall assist the Commission in efficiently organizing and effectively conducting its affairs by: reviewing and assisting the Commission in scheduling of all Commission business; b) conducting a monthly review of attendance roster; and c) assisting the Commission in establishing new and

innovative programs aimed at coordinating Commission programs with ongoing community programs. The Executive Committee shall review agenda items prior to Commission meetings to provide background information or to make recommendations, but not to establish policy on behalf of the Commission.

- 3.6 Nominating Committee. The Nominating Committee shall be composed of at least two Commission members who shall be appointed by the Chairperson in March and serves through May of each year. The Nominating Committee will assemble a list (slate) of qualified and willing candidates for the offices of Chairperson, First Vice-Chairperson, and Second Vice-Chairperson to be presented at the April meeting of each year. Candidates may also be nominated from the floor at the April meeting.

SECTION IV HANDLING OF GRIEVANCES

- 4.1 Mediation Process. Reports of discriminatory acts shall be handled pursuant to a mediation process and/or service recognized by the State Department of Human Rights.
- 4.2 Definition. An unfair discriminatory practice is any act described in Section 363A.03, Subd. 48 of the Minnesota Human Rights Act.
- 4.3 Principles. In handling reports of discrimination, the Commission shall make every effort to find solutions that improve human relations in Bloomington, that do not increase polarization of citizens, and that respect the rights of all parties to any charge of alleged discrimination. The Commission's primary role under the mediation process is conciliatory; it does not possess the quasi-judicial functions of the Minnesota Department of Human Rights.
- 4.4 Mediation Purpose/Benefits.
- a. Commissioners may receive training and certification for mediation.

- b. The mediation process hopes to encourage early, informal resolution of disputes stemming from actual or perceived unfair discriminatory practices prior to a formal complaint which could be filed with the State Human Rights Department.

4.5 Requirements. Anyone may report information of an unfair discriminatory practice to either the Human Services Division, Department of Community Services, City of Bloomington (hereinafter referred to as the Division), or the Minnesota Department of Human Rights, as specified in Section 363A.28 of the Minnesota Human Rights Act. The charging party has the option of filing a grievance either with a local commission or the Department. The exercise of such choice in filing a grievance with one agency shall preclude simultaneous filing of the same grievance with the other agency. At the time a grievance comes to the attention of a local agency, the agency or its representatives shall inform the aggrieved individual of this option, and of his/her rights under the Act.

4.6 Time Limits. The local commission shall complete its activity within seven (7) months of the date of the alleged discrimination at which time the grievant shall be informed of his/her options of no resolution.

4.7 Grievance Process.

- a. Grievance. A real or perceived unfair discriminatory practice as defined in the Minnesota Human Rights Act Section 363A.28.
- b. Intake of Grievance. The Division shall receive and fill out an intake form, which briefly describes the grievance and its particulars. This initial form is filed in the Human Services Division.
- c. Assignment of Grievance. A staff person from the Division will transmit the file and assign the grievance to individual trained commissioners for action or to a professionally trained mediation service.
- d. Stature of Commission. Trained commissioners or a professionally trained mediation service may act as conciliators or impartial third party negotiators to

assist the grievant and respondent to arrive at a voluntary resolution of the grievance.

- e. Grievant Contact. The Commission will first contact the grievant and discuss the Commission's scope and powers, the right to alternate filing and jurisdictional requirements, the issue in question, and the grievant's desire for possible solutions.
- f. Respondent Contact. Communication with the respondent will discuss the Commission's purpose, scope and powers, and the grievant's right to alternative filing. The respondent will be advised of the grievant's concerns and proposed solutions, and it will be determined if the respondent will take any voluntary steps to satisfy the grievant.
- g. Mediation. The respondent's position will be communicated to the grievant and continued mediation between the parties looking towards a voluntary resolution of the grievance.
- h. Possible Outcomes. The possible outcomes of grievances are:
 - 1. Written settlement agreement setting forth the relief provided by the respondent and signed by all concerned parties (see settlement agreement form and mediation form);
 - 2. Non-settlement. Grievant is informed of his/her options to file a charge with the Department or pursue his/her own civil remedy, or not to pursue any of the options. All appropriate forms are filed within the Division and copies sent to the Department.
- i. Reports. A quarterly Complaint and Inquiry Report shall be submitted to Commissioners and to the Human Rights Department indicating the flow and disposition of complaints. In addition, case closure forms and settlement forms are sent to the State Department of Human Rights.

- 4.8 Section 504/ADA Grievance Procedures. Based upon the internal grievance procedures adopted by the City of Bloomington and the Housing and Redevelopment Authority, the Bloomington Human Rights Commission shall investigate all appeals and issue a recommended resolution in accordance with the City of Bloomington, Section 504 Grievance Procedure and/or Americans with Disabilities Act (ADA) Procedure.

SECTION V. MISCELLANEOUS

- 5.1 Human Rights Award. The Commission may present the Omar Bonderud Human Rights Award to an individual, organization or corporation that has made a significant contribution to insuring the rights of people in Bloomington. Such a presentation must be approved at a regular or special meeting by three-fourths of the current membership of the Commission. For purposes of this approval, a member not attending the meeting at which such a vote is taken may submit that vote by signed absentee ballot as long as the ballot is turned in by noon of the meeting day to either the Commission staff liaison. The name and vote of each member voting by absentee ballot shall be recorded in the official minutes of that meeting. The nominee must meet the criteria established by the Commission.
- 5.2 Training. Commission members appointed will receive an Orientation to the Human Rights Act. Mediation training is optional.
- 5.3 Orientation. An orientation session will be held for newly appointed members to familiarize them with City staff, the function of the City departments versus advisory commissions, responsibilities and procedures of an advisory board/commission, education on the Open Meeting Law, and receive an overview of their commission's purpose, attendance requirements, meeting dates, etc. from the staff liaison to that particular commission. All new appointees to the Commission shall receive a notebook including By-Laws, Rules of Procedure, Annual Report and

the last 6-months of Minutes, Long-Range Plan, projects review, and any other pertinent information.

5.4 Recommendations to the City Council. No recommendations for action by the City Council or information shall be forwarded to the City Council unless such information or recommendation receives the vote of the majority of Commission members present.

5.5 Public Communications shall meet the following criteria:

- a. Consist of information about Commission activities as summarized in its records.
- b. Not be advocating positions on behalf of the City of Bloomington unless specifically approved by the City Council.
- c. Have the approval of the Chairperson and the staff liaison..
- d. This shall not preclude individual Commission members from communicating personal opinions so long as it is made clear that this does not represent the position of the Commission, committee of the Commission or the City.

5.6 Open Meeting Law. The Commission is governed by the Open Meeting Law. Commissioners requesting to use interactive technology to participate remotely in a regularly scheduled meeting must make a request in writing at least one month ahead of the date of the scheduled meeting to the city staff liaison. Each request will be considered on a case by case basis and must meet the conditions in Minnesota Statutes Chapter 13D.02. The City may require the person making such a request to pay for documented marginal costs that the City incurs as a result of the remote participation.

5.7 Rules of Order. The rules of order contained in Robert's Rules of Order Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with the laws of the State of Minnesota, City resolutions of the City Council, these rules of procedure, or special rules of the Commission.

- 5.8 Suspension of Rules. The Commission may suspend any of these rules by a 2/3 vote of those members present.
- 5.9 Amendments. These rules may be amended by a vote of a majority of the members of the Commission, provided the proposed amendment has been submitted at the previous regular meeting.
- 5.10 Review. At the May Commission meeting of each year these rules of procedure shall be reviewed.

Bloomington Human Rights Commission

201~~8~~⁷ Work Plan

Purpose

The purpose of the Bloomington Human Rights Commission (HRC) is to advise the Bloomington City Council in matters of human rights and equal opportunity for all citizens of the city.

Our 201~~8~~⁷ Work Plan is organized by key issues identified in the report, “*Building Inclusive Communities, An Action Guide for City Leaders*,” published by the League of Minnesota Cities.

We’ve chosen (4) categories for action in 201~~8~~⁷. Those categories are listed and described below:

1. **Cultural Competence**
2. ~~Equality~~^{Equity}
3. **Leadership**
4. **Public Relations**

1. Cultural Competence

“Cultural competence is a willingness to learn and listen. It is being welcoming and dropping defenses. It is asking rather than assuming. It is a permanent way of changing how community issues are communicated and approached.”

- Provide opportunities for Human Rights Commissioners to attend educational workshops and conferences.
 - a) ~~Select Commissioners to attend a two-day Beyond Diversity training in February provided by the Pacific Educational Group (PEG). The Bloomington School District and representatives from the Cities of St. Louis Park and Maplewood will also be attending. Commissioners attend Government Alliance on Race and Equity (GARE) events and trainings.~~
- ~~Partner with the U.S. District Court, community organizations, and the Police Department, to plan and implement a community program focusing on “The Second Founding”. The Open Doors to Federal Court project focuses on three (13th, 14th, and 15th) transformational Constitutional Amendments. The 13th Amendment abolished the institution of slavery in 1865. The 14th Amendment guaranteed citizenship to newly freed slaves and to anyone born in the United States and incorporated for the first time the concept of equality into the Constitution in 1868. In 1870, the 15th Amendment was adopted which protects the rights of citizens to vote regardless of race, color, or previous condition of servitude. Together these three Amendments are called, “The Second Founding.”~~
- Celebrate 201~~86~~ International Day of Peace, September 21, 201~~87~~.
 - a) Present Proclamation at the September 10¹~~th~~ City Council for 201~~87~~ International Day of Peace on September 21, 201~~87~~.
 - b) Sponsor International Peace events focused on Bloomington.
 - 1. ~~Ten (10) year Anniversary of the Peace Pole at Bloomington Civic Plaza. Re-dedicate the Peace Pole in partnership with the World Citizens Organization.~~
 - 12. Host a naturalization ceremony for immigrants in collaboration with the U.S. District Court.
 - 23. Sponsor Tea Rozman Clark, Executive Director of Green Card Voices, local author ~~John Noltner~~ as a Keynote Speaker and ~~to facilitate a workshop with the focus on interviews from his second book, “A Peace of Mind America”, featuring people from around the United States exploring the meaning of peace, one story at a time. Also a corresponding American Stories exhibit (September 11—29, 2017)”~~ Immigrants Telling Their Life Stories” located in the Civic Plaza lobby.
- ~~Coordinate with the City (Police Department, Public Health and Human Services), the Bloomington School District, Normandale Community College, community~~

~~organizations, the faith community and citizens, to plan and implement multicultural dinners.~~Implement the Welcome Meals with the Community Planning Committee.

- Provide Welcome Meals throughout the year in Bloomington. Use the \$5,000.00 grant from the Bloomington Crime Prevention Association (BCPA) to enable everyone in the community to participate, regardless of income. Partners include Joint Community Police Partnership (JCPP), League of Women Voters, Latino Childcare Network, City Councilmembers, Community Members, Artistry, Bloomington Human Services, Evergreen Church, Covenant Church, U.S. Fish and Wildlife Refuge, School Board Members, and Al Farooq.
 - ~~Coordinate cultural activities and have a booth at the Bloomington Heritage Days (September 16, 2017). Activities may include cultural entertainment and interactive activities.~~Research the opportunity to celebrate Native American Indian Heritage Month in November by featuring Kent Nerburn. Mr. Nerburn has lived and worked among Native American people for three decades and has written (14) books about the spiritual values of Native Americans. Additional activities such as an exhibit or cultural entertainment and food may also be provided during the month.
 - Research sponsoring for internal City staff development and/or a Community Events Program featuring Diversity and Inclusion programs with the City's Racial Equity Cohorts. Diversity in Government (D.I.G.) internal City employee committees~~speaker, Ellie Krug, writer and lawyer for Human Inspiration Works, LLC. Ellie transitioned genders in 2009 and educates ordinary people about the need for inclusivity~~
 - To celebrate Black History Month on~~in~~ February 13, 2018, the HRC and the City's (Government Alliance on Race and Equity) Lunch and Learn program~~D.I.G.~~ will co-sponsor a Lunch and Learn, featuring author Erica Armstrong Dunbar and her book, "Never Caught: The Washington's Relentless Pursuit of Their Runaway Slave, Ona Judge".
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- Feature speakers and media resources on Human Rights issues including, however not limited to:
 - a) Speaker from Al Farooq, Muslim Community Center
 - b) Diann Kirby, Director, Community Services, (update) Community Survey Results
 - c) City Manager, Jamie Verbrugge, Bloomington
 - d) Kathy Millington, Executive Director, World Citizen
 - e) Les Fujitake, Superintendent, Bloomington School District
 - f) Chief Jeff Potts, Bloomington Police Department and Doug Belton, Joint Community Police Partnership and Multicultural Advisory Committee

- g) State Human Rights Commissioner Kevin Lindsey ~~to educate about the Human Rights Act 363A~~
- h) Edward McDonald, Executive Director of Council on Black Minnesotans (COBM)
- i) Raintry J. Salk, PhD, Research Analyst, Metropolitan Council Regional Parks and Natural Resources Unit
- j) Jaylani Hussein, Executive Director of Council on American-Islamic Relations (CAIR)
- k) Fair Housing
- l) Hector Garcia, Executive Director of Chicano Latino Affairs Council (CLAC)
- ~~k) “Coexist”, a 40-minute documentary film on survivors of the 1994 Rwanda genocide~~
- ~~l) Melissa Manderschied, City Attorney, Annual update on Commission roles and responsibilities~~
- m) Jason Sole, President, NAACP, Minneapolis
- n) Jim Jones, Cultural Resource Director, MN Indian Affairs Council
- o) John Keller, Executive Director, Immigrant Law Center of Minnesota
- p) City Councilmembers

2. Equityality

“Improve cross-cultural understanding and acceptance.”

- Celebrate/recognize Dr. Martin Luther King Jr.’s birthday (January 16, 201~~8~~7). Present Proclamation at the January 29, 201~~8~~7 City Council meeting and at the January 89, 201~~8~~7 School Board meeting.
- For Black History Month, explore sponsoring the following events/activities, but not limited to:
 - ~~Co-sponsor with the Performing Arts Center “Singing for Freedom: The Anti-Slavery Campaign of the Hutchinson Family Singers” who are a group of pro-emancipation traveling musicians (late September/early October)~~Co-sponsor with the Bloomington Historical Society, speaker and author Erica Armstrong Dunbar, a community lecture of February 13, 2018 on “Never Caught: The Washington’s Relentless Pursuit of Their Runaway Slave, Ona Judge”. Related community discussions regarding the book and historical statues will also take place, complementing the community lecture.

- Co-sponsor Second Founding Program with the U.S. District Court and an exhibit in 2019 or 2020 with Artistry in the Gallery. The Program would educate and celebrate the Reconstruction Amendments to the Constitution.
- ~~Sponsor Gilder Lehrman exhibit on Frederick Douglass February 8—28, 2017 for Black History Month. The exhibit is four inter-locking panels that explores slavery and abolition.~~
- Work with the State Department of Human Rights to Research the availability of speaker Michelle Alexander, Civil Rights lawyer, advocate and legal scholar to be the Keynote Speaker at the State Human Rights Department's Annual Symposium in December. Her book is "The New Jim Crow: Mass Incarceration in the Age of Colorblindness" (also explore co-sponsoring with the Bloomington League of Women Voters and the U.S. District Court).
- Continue to plan and implement the Art by Children of Immigrants Exhibit with the Community Planning Committee. Partners include Assumption Church, Public Health, Human Services, Hennepin County Library System, Community Members, Artistry, and Creative Placemaking.
 - Exhibits will appear in public venues and will which feature written and visual art pieces expressing the children's concerns and experiences. The artwork will be used to spark community conversations.
- After Commissioners receive the PEG Beyond Diversity training in February, explore how to conduct healthy, productive dialogues on the topic of racial equity in Bloomington. The dialogues will complement the City's internal participation in a cohort of local and regional governments in Minnesota, Advancing Racial Equity: Putting Theory Into Action. Support the City of Bloomington in having a presence in Twin Cities Pride 2018. Potential ideas:
 - Increase LGBTQIA visibility in City facilities and online
 - Sponsor a float in the Twin Cities Pride Parade
 - Sponsor a City of Bloomington booth during the Pride Festival
 - Support employees to celebrate Pride at work
- ~~Explore co-sponsoring "Hispanic Legal Rights Exhibit" at the Bloomington Civic Plaza with the US District Court—District of Minnesota (October 2—20, 2017).~~
- Support the City to increase its LGBTQ Municipal Equality Index Score.
- Celebrate International Human Rights Day (December 10, 2018~~7~~). Present Proclamation to City Council on December ~~34~~, 2018~~7~~ and to the School Board ~~ion~~ November ~~27~~, 2017.
 - Request the City Council pass a resolution to ratify CEDAW (Convention for the Elimination of all forms of Discrimination Against Women) in Bloomington. Explore the potential of co-sponsoring with the State Department of Human Rights the film, "Our Rights: Justice for All." The film could be hosted by Commissioner Kevin Lindsey to learn and discuss the history of Human Rights in Minnesota.

3. Leadership

“Being a successful leader of a multicultural community also means recognizing and fostering leadership in others.”

- Solicit applications and present the Omar Bonderud award ~~as appropriate.~~
- ~~Implement Team Building Activities using the Clifton StrengthsFinder Assessments. For further team building, explore using Insights Discovery Personal Profile.~~
- Collaborate and support PACER through its National Bullying Prevention Center, and partner with the Minnesota State Department of Human Rights ~~through its National Bullying Prevention Center~~, to present “Unity” Awards to those who have made outstanding contributions to address and prevent bullying in the Spring of May 2018 ~~7~~.

4. Public Relations

“Increased visibility will allow more citizens to access our services and increased communications will keep the Commission aware of events and trends in the community.”

- Participate in community events including, however not limited to:
 - ~~a) Heritage Days~~
 - ~~b) a) _____~~ Egg Hunt and Family Fun Walk
 - b) Kite Day
- Diversity Day
 - a) Co-sponsor and participate in each High School’s Diversity Day/Week activities and events. Include the participation of Bloomington Middle Schools, specifically Olson Middle School.
- Support the Joint Community Police Partnership (JCPP) in Bloomington.
- Publicize the HRC in the following ways:
 - a) Bloomington Briefing
 - b) Sun Current newspaper
 - c) Government Access Channel
 - d) City of Bloomington Outdoor Message Signs
 - e) HRC booth at community events
 - f) City’s Web page
 - g) Facebook/Twitter

- h) Provide Information at the Bloomington Public Libraries
- i) Continue to provide Commissioner representation/participation to the following organizations/[committees](#):
 - District 271 Diversity Advisory Council (DDAC);
 - Jefferson High School Diversity Committee and Kennedy High School Diversity Committee
 - City of Bloomington's 2040 Forward Comprehensive Plan Advisory Committee
 - [One Bloomington, Inclusion and Equity Strategic Initiative of City Council](#)
 - [City of Bloomington's Community Center ~~Task Force~~Stakeholder Working Group](#)
 - [~~Joint Community Police Partnership \(JCPP\) Advisory Committee~~](#)